

## Instructions for Completing the MSFW Youth Program Planning Summary (PPS)

**General Instructions.** The PPS is required to be submitted as part of the grant plan. The specific instructions below explain the items on the PPS.

**a. Grantee Name and Address** - Enter the name and mailing address.

**b. Grant Number** – Enter grant number as assigned by Grant Officer for this grant period.

**c. Period of Grant** - Enter the month, day, and year of the program year's starting and ending dates.

**d. Modification** - For Grant Officer's use only.

### Section I. Participation Summary

Section I describes the planned flow of participants through the program: the number entering, those leaving and those remaining in the program. The plan is cumulative on a quarterly basis, and includes carry over participants.

**Line A. Total Participants** - Enter for each quarter the cumulative number of participants planned for the program year. The number is the sum of new participants and participants carried over from the previous program year.

**Participant** is any individual who has received at a minimum the core service of being determined eligible for the program, and enrolled in the program.

**Line A.1. New Participants** - Enter, for each quarter, the cumulative number of new participants projected to be enrolled in this program year.

**Line A.2. Participants Carried Over**  
Enter for each quarter, the number of participants projected to be in the grantee's program on the last day of the previous program year whose participation will continue in the current program year. (This number is fixed and is carried forward each quarter.)

### Line B. Total Number of Participants Exiting the Program

Enter for each column, the cumulative number of participants expected to exit the program for any reason during the reporting period. Participant may exit the program at any point after services are no longer needed, but no later than the participant's 6-month follow-up date.

### Section II. Participant Outcomes

**Line A. Entered Unsubsidized Employment**- Enter the cumulative number of participants expected to be placed in unsubsidized employment.

**Line B. Related Assistance Only**- Enter the number of participants expected to exit the program who receive one or more Related Assistance Services only. Related Assistance services are identified in 20 CFR Section 669.430.

**Line C. Other Outcomes** - Enter in the current period, the number of participants who achieved an outcome other than entered unsubsidized employment and related assistance only, and regardless of the participant's exit status. Examples of other outcomes are educational attainment, GED, and completion of ESL.

**Line D. Total Current Participants (End-of-Period)** The number of current participants at the end of the report period who will continue as participants in the next quarter.

Line IID should equal the number in line IA less the number in line IB.